



## **INTERNATIONAL TRADE & INVESTMENT ADVISOR**

The U.S. Consulate General in Sydney is seeking an individual for the position of International Trade & Investment Advisor in the U.S. Commercial Service Office.

Salary: A\$71,819 p.a. (Trainee) (LE-8) Salary + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

**Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.**

1. A university degree in economics, marketing, or business administration is required.
2. Three years of progressively responsible experience in economic research, marketing, business management, trade promotion, or commercial banking is required.
3. Level 4 (Fluency) written and verbal English is required. This may be tested.
4. A thorough understanding of Australia's economy, industrial and commercial structure and a thorough understanding of U.S. Commercial Service trade promotion goals, programs and procedures is required.
5. Management and organizational skills, including the ability to plan and budget, and the ability to plan, organize and prepare precise and accurate reports embodying in-depth analytical evaluations is required.
6. Ability to develop and maintain an extensive range of top-level contacts in government and private industry is required.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59<sup>th</sup> Floor, 19 – 29 Martin Place SYDNEY NSW 2000 **by June 17, 2015.**

Or email to: [sydrecruitment@state.gov](mailto:sydrecruitment@state.gov)

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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<b>POSITION TITLE: INTERNATIONAL TRADE &amp; INVESTMENT ADVISOR (TRAINEE)</b>	<b>POSITION GRADE LE- 08 (STARTING SALARY \$71,819)</b>
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The US Commercial Service (CS) is the trade and investment promotion agency of the US Department of Commerce and provides assistance through counseling and fee based services to US companies seeking to enter the Australian market or to expand existing local sales. The incumbent is a member of the CS Australia operation that consists of American officers and locally engaged staff (LES). CS Sydney and the incumbent have countrywide responsibility for a number of significant industry sectors and for promoting Australian investment into the US.

Incumbent provides a wide range of customer-focused programs and counseling services to US and Australian firms aimed at bringing US products to Australia, enhancing the performance of US companies with existing Australian operations and promoting Australian investment to the US.

### **Major Duties and Responsibilities**

#### **Country-wide responsibilities for assigned industry sectors (75%)**

The incumbent serves as advisor to American officers in planning and conducting trade promotions and commercial reporting for a variety of industry sectors; and for promoting Australian investment in the US.

The incumbent provides high level customer service to client firms and stakeholders such as US Export Assistance Centers and other areas of the US Department of Commerce. The incumbent gives timely, high quality counseling and advice on the Australian market and provides services related to prospective business partners (IPS), due diligence reports (ICP), specific detailed market research information (CMR) and

client visits to market (GKS). Aside from providing CS services, the incumbent makes recommendations to companies on which Commercial Service products and services best meet their needs. This could include the packaging of non-standard services into highly customized products for clients in need of more complex business services. The incumbent is expected to prepare in-depth market reports which respond to the interests of prospective and existing client companies by analyzing supply and demand, competition, trends, promotional possibilities and trade barriers in the industry.

The incumbent develops and performs a number of trade and investment program activities such as organizing International Buyer Program delegations, trade missions, trade fairs, technical seminars, single company promotions and other post-initiated events. The incumbent also identifies the most important trade exhibits in the US and may organize groups of Australian firms to attend them. Briefs local buyer groups on business practices and advises them in partnering with appropriate US firms, and briefs US business delegations on the Australian market and local business practices.

### **Other Programs and Support (25%)**

The incumbent develops and maintains contact with local government authorities and national organizations for networking and outreach. He/she uses these contacts to identify and recommend solutions to trade issues, resolve trade complaints, identify trade opportunities and likely partners. Liaises closely with government officials, associations and private sector companies to assist with FTA outreach. Incumbent is also responsible for finding new Australian investment prospects and liaising with SelectUSA to respond to investment inquiries as well as organizing several annual investment attraction events countrywide.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A university degree in economics, marketing, or business administration is required.
2. Three years of progressively responsible experience in economic research, marketing, business management, trade promotion, or commercial banking is required.
3. Level 4 (Fluency) written and verbal English is required. This may be tested.

4. A thorough understanding of Australia's economy, industrial and commercial structure and a thorough understanding of U.S. Commercial Service trade promotion goals, programs and procedures is required.

5. Management and organizational skills, including the ability to plan and budget, and the ability to plan, organize and prepare precise and accurate reports embodying in-depth analytical evaluations is required.

6. Ability to develop and maintain an extensive range of top-level contacts in government and private industry is required.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ELIGIBILITY REQUIREMENTS**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **HOW TO APPLY**

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of

the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

### **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

### **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Consulate General Sydney  
MLC Centre  
59<sup>th</sup> Floor, 19 – 29 Martin Place  
SYDNEY NSW 2000

OR

Email: [sydrecruitment@state.gov](mailto:sydrecruitment@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS JUNE 17, 2015**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## **APPENDIX B**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No).
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References